

Health Benefits Enrollment

Part-time Classified Employees

What Actions Can I Take?

- Health Benefits:** You may enroll in a plan, with the opportunity to select additional coverage options and a membership level.
- Flexible Benefits:** You may enroll in a Dependent Care Flexible Reimbursement Account (DFRA). There is a six-month waiting period to enroll in a Medical Flexible Reimbursement Account (MFRA). You may enroll in an MFRA during the month of December 2004 to take effect Jan. 1, 2005. See the link on the Department of Human Resource Management's (DHRM) Web site for [Enroll in a Medical Reimbursement Account After Waiting Period.](#)

Here's What to Do...

- Notify your agency Benefits Administrator** by submitting an Enrollment Form and/or FRA Election Form. Any request for health coverage or a DFRA received after July 31, 2004 or after coverage takes effect cannot be processed.
- If you are selecting the Kaiser Permanente HMO in Northern Virginia, designate a primary care physician (PCP). You will have no coverage under Kaiser if you fail to select a PCP.
- You and eligible family members will be receiving an Extended Coverage General Notice for health care.

When Is My Election Effective?

- If notice is received on or before July 1**, your coverage is effective July 1, 2004.
- If notice is received between July 2 and July 31**, your coverage is effective Aug. 1, 2004.

Important: This sheet is only an overview. For additional information, contact your Benefits Administrator.

For more on health benefits, visit the DHRM Web site at www.dhrm.virginia.gov and click on "Compensation and Benefits".